

**POSITION DUTY STATEMENT**

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Executive Secretary	OFFICE/BRANCH/SECTION Division of Local Assistance	
WORKING TITLE Executive Secretary	POSITION NUMBER 913-110-1247-002	EFFECTIVE DATE November, 2015

As a valued member of the Caltrans team, you make it possible for the Department to provide a safe, sustainable, integrated, and efficient transportation system to enhance California's economy and livability. Caltrans is a performance-driven, transparent, and accountable organization that values its people, resources and partners, and meets new challenges through leadership, innovation and teamwork.

**GENERAL STATEMENT:**

Under the general direction of the Chief, Division of Local Assistance (CEA III), the incumbent performs a variety of complex secretarial tasks and provides administrative support, in order to facilitate the administration of the Division.

**TYPICAL DUTIES:**

Percentage Essential (E)/Marginal (M) <sup>1</sup>	Job Description
45% E	Schedules and maintains appointment calendar for the Division Chief. Arranges and coordinates meetings and conferences; confirms attendance; prepares and distributes agendas; gathers and furnishes background material for meetings and reports; makes travel arrangements and completes travel expense claims. Tracks direct mail or items for action in the Director's office tracking system, distributes referrals and assignments to division staff from the Division Chief; maintains and monitors pending file to ensure all deadlines are met.
30% E	Reviews and prioritizes incoming correspondence to determine whether the material should be referred to the Division Chief, to the appropriate Office Chief; takes action on those items which can be handled by the secretary. Arranges correspondence and confidential items for the Division Chief's personal reply in order of priority, with appropriate background material attached for reference. Composes correspondence on a wide range of subjects requiring a thorough knowledge of the procedures and policies of the Department. Reviews all correspondence prepared for Division Chief's or senior managers' signature for accuracy, format, grammatical construction and conformance with departmental procedures and policies; gathers and summarizes data; brief reports and correspondence; takes and/or summarizes notes into minutes, and distributes minutes. Checks e-mail for meeting requests; agendas; minutes; hand-outs; instructions from the Division Chief; invitations; correspondence from staff and send, reply to, and forward mail messages through email. Receives visitors and screens telephone calls from governmental and private entities. Provides authoritative information and/or assistance as needed; or refers the more technical inquiries to appropriate functional Division, Office Chief, or office staff when Division Chief is not available.
20% E	Relieves the Division Chief of routine and non-routine office and administrative details. Maintains office and confidential file system for the Division Chief.
5% E	Back-up for Deputy for Planning and Modal Program's Administrative Assistant as needed to cover during absences. Maintains the calendar for the Local Assistance Conference Room.

<sup>1</sup>ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.

MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

**SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS**

No direct supervision required. General direction is provided to the Division's clerical support staff regarding correspondence to ensure preparation is in accordance with Caltrans standards, procedures and deadlines.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

The incumbent must have a thorough understanding of Microsoft Office Applications; Caltrans relationship with other governmental entities; the Division Chief's responsibilities with regard to Caltrans programs; the functions, programs and operations in the Division Chief's area of responsibility.

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The incumbent must have the ability to think clearly and analyze problems of organization and take effective action; handle sensitive and confidential assignments with tact and diplomacy; work under pressure and time constraints; handle changing priorities; establish and maintain cooperative working relationships; demonstrate effective oral and written communication skills and communicate professionally and tactfully with all individuals.

### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Actions at this level affect the Department's image and the ability to produce desired results. Good judgment, tact, and the ability to communicate effectively are expected of the incumbent. Errors may have a significant impact on the internal and external operations of the Department.

### PUBLIC AND INTERNAL CONTACTS

Maintain communications with all levels, including executive management, districts and programs within the Department, public and private agencies. Maintain communication with special transportation interests external to the Department, including city and county elected officials, staff of the Federal Highway Administration and the California Transportation Commission.

### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

- Must be able to organize and prioritize large volumes of varied documents.
- Must be able to develop and maintain cooperative working relationships.
- Must be able to concentrate in order to review and create documents.
- Must be able to sit and/or stand for a long duration and perform tasks utilizing a PC.
- Requires occasional bending, stooping and kneeling.
- Must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice.

### WORK ENVIRONMENT

- Controlled indoor temperatures
- Artificial lighting
- Office setting; cubicle configuration

I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

EMPLOYEE (Print)

EMPLOYEE (Signature)

DATE

I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE